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Minimum Qualification Specifications  
for the Class:

LOSS CONTROL SPECIALIST

Basic Education/Experience Requirements:

Graduation from an accredited college or university with a bachelor's degree in business administration with at least twelve (12) semester hours in accounting, finance, statistics or insurance courses.

Excess work experience of the type described below or any other progressively responsible professional work experience which provided knowledge, skills and abilities equivalent to those normally acquired in four (4) years of successful study leading to a bachelor's degree with the specialized coursework identified above may be substituted for education on a year-for-year basis.

Experience Requirements:

Except for the substitutions provided below, applicant must have had progressively responsible experience of the type and quantity described below:

Specialized Experience: Three and one-half (3-1/2) years of progressively responsible professional work experience which demonstrates a knowledge of loss control management principles and application in property, liability or employee safety. Such experience must have involved independently investigating and analyzing potential sources of liability or property loss or work place hazard and recommending techniques or methods of reducing or eliminating loss exposure.

Non-Qualifying Experience:

Work experience acquired as an insurance salesman or agent, in loss prevention or safety, which does not demonstrate a knowledge of loss control management principles and applications in property, liability or employee safety is not qualifying.

Substitutions Allowed:

Substitution of Professional Designation for Specialized Experience: Possession of a Chartered Property and Casualty Underwriter (CPCU) professional designation or an Associate in Risk Management (ARM) or Associate in Loss Control Management (ACLM) designation obtained through written examination may be

substituted for one-half (1/2) year of the required Specialized Experience.

Substitution of Master's Degree for Specialized Experience:  
Possession of a master's degree from an accredited college or university in risk management or insurance may be substituted for one (1) year of the required Specialized Experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

License Required:

Possession of a valid license to drive in the State of Hawaii is required.

Tests:

Applicants must qualify on the appropriate examination for the class. For non-competitive actions, the examination may be waived.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is the first minimum qualification specification for the new class LOSS CONTROL SPECIALIST.

DATE APPROVED: 6/24/88

/s/ Alfred C. Lardizabal

ALFRED C. LARDIZABAL

Department of Personnel Services